

# CFC Ethics Concerns for Supervisors



## Supervisors may not:

- Personally solicit subordinates
- Make inquiries regarding an employee's participation
- Publicize an employee's donation
- Develop non-contributor lists
- Provide & use contributor lists other than for routine forwarding of contributions
- Establish 100% participation percentage goals, personal donation dollar goals, or quotas
- Use incentive awards, or other monetary awards to reward employee donations or participation
- Endorse specific charities or encourage employee donations to specific charities

## Supervisors may:

- Encourage employee participation in CFC
- Make information and pledge materials available
- Post publicity materials and announce events
- Post dollar amounts raised in office or organization